

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
JOINT EXECUTIVE/PERSONNEL & FINANCE COMMITTEES
100 West Keenan Street, Rhinelander, Wisconsin
Friday, November 1, 2013 – 1:00 P.M.**

Members Present: Bix, Cushing, Millan, Platner, Queen, Ritchie. Krug attended via video conferencing from Medford, Wisconsin.

Members Absent: Teichmiller (excused)

Call Meeting to Order: In the absence of Chair Teichmiller, Vice-Chair Millan called the meeting to order at 1:01 P.M. Also in attendance were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Mary Rideout, Oneida County Social Services Department Finance Services Manager; and Tina Kimball, also of the Oneida County Social Services Department.

Public Comment & Introductions: There were none.

Approval of Agenda: Queen moved to approve the agenda with fourteen items; Platner seconded. All Ayes. Motion Carried.

Approval of the Minutes of the October 17, 2013 Joint Executive/Personnel and Finance Committee Minutes: Queen moved to approve the minutes of the October 17, 2013 Joint Executive/Personnel & Finance Committee minutes; Cushing seconded. All Ayes. Motion carried.

Finance Statements & Payments – September 2013: The Committee reviewed the September 2013 Revenue/Expense Report. The ADRC-NW should finish 2013 well under budget. The Time Report for September shows a 38.39% capture rate and a 38.37% year-to-date capture rate. The 2012-2013 ADRC Federal & State GPR Revenue figures were also reviewed. September 2013 transactions totaled \$142,704.34. Cushing moved to forward the financial statements to the full Board of Directors for approval. Queen seconded. All Ayes. Motion Carried.

Move to Closed Session under Section 19.85 (1)(c) Wisconsin Statutes to Discuss Employee Compensation: Bix moved to go into Closed Session under Section 19.85 (1)(c) Wisconsin Statutes to discuss Employee Compensation. Cushing seconded. Roll Call: Millan – Yes; Cushing – Yes; Ritchie – Yes; Queen – Yes; Platner – Yes; Krug – Yes; Bix – Yes. Yes - 7; No – 0; Absent – 1. The Joint Committees went into Closed Session at 1:14 P.M. Also present were Parkkila, Rideout and Kimball.

Move into Open Session: Platner moved to return to Open Session; Bix seconded. All Ayes. The Joint Committees returned to Open Session at 1:59 P.M.

Employee 2014 Salary Increases: After discussion, Cushing moved to recommend to the full Board of Directors that Parkkila's 2014 salary be increased to \$59,000; Queen seconded. All Ayes. Motion Carried. Cushing then moved to recommend to the full Board that Don Meeder, the ADRC-NW Disability Benefit Specialist, have his 2014 salary increased to \$44,000. Queen seconded. All Ayes. Motion Carried. Cushing also moved to give the two ADRC-NW Specialists a 1.5% wage increase for 2014. Queen seconded. All Ayes. Motion Carried.

Audit Proposal for Schenck & Associates: Schenck & Associates did the ADRC-NW 2012 audit. They have offered to do the 2013 audit for \$6,250. Cushing moved to have Schenck & Associates do the 2013 ADRC-NW audit at a not-to-exceed fee of \$6,250; Queen seconded. All Ayes. Motion Carried. Schenck & Associates will begin the auditing work next week.

Fiscal Policy & Expense Reimbursement: Because of the heavy travel expenses, Parkkila would like to use the prepaid credit card for meal and travel expenses. After discussion, it was decided that Rideout would develop an addendum to the Expense Reimbursement Policy to cover the use of the prepaid credit card for meal and travel expenses for Parkkila. This addendum will be presented for approval of the full Board of Directors at its November meeting.

Line Item Transfers: After discussion, Cushing moved to transfer \$4,200 from the Audit/Contingency Funds line item and place \$1,000 in the Telephone line item, \$3,000 in the Internet/Teleconferencing Services line item, and \$200 in the Taylor County line item for rent. Queen seconded. All Ayes. Motion Carried. (NOTE: The discrepancy in the Taylor County rent amount is due to the fact that the budget was passed before a signed lease agreement with Taylor County was obtained. The final amount was \$200 over what was originally anticipated.

Future Agenda Items: As needed.

Set Next Meeting Date & Place: It is anticipated that neither the Executive/Personnel Committee nor the Finance Committee will meet again until December. The Aging & Disability Resource Center of the Northwoods Board of Directors meeting will be Thursday, November 21, 2013 at 1:00 P.M. It will be in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 2:32 P.M.

Handouts: Minutes of the October 17, 2013 Joint Executive/Personnel & Finance Committee meeting; September 2013 Revenue/Expense Report; September 2013 Transactions; 2012-2013 ADRC Federal & State GPR Revenue Comparison; September 2013 Time Report; Regional Manager Survey 2013; Regional Manager Survey Results; DBS Survey Results; Audit Proposal letter from Schenck & Associates; November 2013 Line Item Transfers.

